

Sample Stage II – Interview Schedule

A/E Evaluation Board Agenda and Short-Listed Interview Schedule

[Date]

- 1:00 Evaluate Team Submissions: Standard Forms 254/255 and Stage I Submission Materials
- 4:00 Review Interview Process and Strategy
- 5:30 Board Adjourns

[Date]

- 8:00 Interview #1
- 9:30 Interview #1 Complete – Individual Board Members Evaluate
- 10:00 Interview #2
- 11:30 Interview #2 Complete – Individual Board Members Evaluate
- 12:00 Lunch
- 1:30 Interview #3
- 3:00 Interview #3 Complete – Individual Board Members Evaluate
- 3:30 Interview #4
- 5:00 Interview #4 Complete – Individual Board Members Evaluate

[Date]

- 8:00 Interview #5
- 9:30 Interview #5 Complete – Individual Board Members Evaluate
- 10:00 Interview #6
- 11:30 Interview #6 Complete – Individual Board Members Evaluate
- 12:00 Lunch
- 1:30 Board Reconvenes
 - Discuss Individual Board Member’s Evaluations and Ranking
 - Individuals Refine Scoring as Appropriate
 - Calculate Final Ranking with Supporting Documentation
(Note: Only in two-stage selection process)
 - or*
 - Establish Short-List to Proceed to Design Vision Competition
(Note: Only in three-stage selection process)
- 5:00 Board Adjourns